

## PVA Hiring Checklist

When you are preparing for a new hire you will need to consider your office needs by looking at the Job Classification list and the current Salary Schedule.

The following items are needed when hiring a full-time employee and can be obtained from our web site at <http://finance.ky.gov/ourcabinet/caboff/OOC/dlgs/pvapersonnel.htm>:

1. Request for Personnel Action form
2. State Application / Updated Application Form
3. Position Description
4. W-4
5. K-4
6. I-9 with two (2) attachments
7. Health Insurance Application (for Insurance coverage or Wavier)
8. Life Insurance Application and Beneficiary form
9. Retirement form 2001 (Membership information)
10. Retirement form 2035 (Beneficiary Designation)
11. KRC Acknowledgement of Confidentiality
12. Fair Labor Standards Act Form

The following items are needed when hiring a part-time employee and can be obtained from our web site at <http://finance.ky.gov/ourcabinet/caboff/OOC/dlgs/pvapersonnel.htm>:

1. Request for Personnel Action form
2. State Application / Updated Application Form
3. Position Description
4. W-4
5. K-4
6. I-9 with two (2) attachments
7. KRC Acknowledgement of Confidentiality
8. Fair Labor Standards Act Form